

**NOTICE OF MEETING  
REGULAR MEETING AGENDA**

- 1. CALL TO ORDER, 5:30 P.M.**
- 2. APPROVAL OF AGENDA**
- 3. PUBLIC COMMENTS REGARDING ITEMS ON THE AGENDA** *(3 Minute Time Limit)*
- 4. RECONSIDERATION**
- 5. APPROVAL OF MINUTES**
  - A. Regular Meeting Minutes for April 2, 2019 **Page 3**
- 6. VISITORS** *(10 Minute Time Limit)*
- 7. REPORTS**
  - A. Library Director Report dated April 24, 2019 **Page 9**
    - i. 2019 Statistical Report – laydown
    - ii. 2018 Statistical Report **Page 11**
- 8. PUBLIC HEARING**
- 9. PENDING BUSINESS**
- 10. NEW BUSINESS**
  - A. Midyear Review of 2019 LAB Goals **Page 13**
    - i. LAB Strategic Plan/Goals 2019 **Page 15**
  - B. Planned Giving Program **Page 17**
    - i. HCC 2.48.050(e) LAB Powers & Duties Re: Solicitation of Donations **Page 19**
    - ii. HPL Gift Acceptance Policy **Page 21**
    - iii. “Leaving a Legacy Through Planned Giving” Webinar Info **Page 23**
  - C. Library Use Statistics **Page 25**
  - D. Library Advisory Board & Friends of the Homer Library Relationship **Page 27**
  - E. Recognition of Ethan Benedetti, LAB’s Student Representative
    - i. Feedback & Discussion of Student Representative Experience & Role
    - ii. Recruitment for Next Student Representative (Term September thru May)
- 11. INFORMATIONAL MATERIALS**
  - A. LAB Membership in United for Libraries **Page 29**
  - B. LAB 2019 Calendar **Page 33**
  - C. Boardmember Attendance at 2019 City Council Meetings **Page 35**
- 12. COMMENTS OF THE AUDIENCE** *(3 Minute Time Limit)*
- 13. COMMENTS OF THE CITY STAFF**
- 14. COMMENTS OF THE COUNCILMEMBER** *(if present)*
- 15. COMMENTS OF THE CHAIR**
- 16. COMMENTS OF THE BOARD**
- 17. ADJOURNMENT/NEXT REGULAR MEETING IS SCHEDULED FOR TUESDAY, AUGUST 6, 2019 at 5:30 p.m.** in the City Hall Cowles Council Chambers located at City Hall, 491 E. Pioneer Avenue, Homer, Alaska.



Session 19-03, a Regular Meeting of the Library Advisory Board was called to order by Chair Jacque Peterson at 5:30 p.m. on April 2, 2019 at the City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska.

PRESENT: BOARDMEMBERS PETERSON, SPRINGER, KUSZMAUL, FINN, MASSION

ABSENT: BOARDMEMBERS SCHMIDT, VERNON, AND STUDENT REPRESENTATIVE BENEDETTI (all excused)

STAFF: LIBRARY DIRECTOR DIXON  
DEPUTY CITY CLERK TUSSEY

### **APPROVAL OF THE AGENDA**

Chair Peterson asked for a motion to approve the agenda.

MASSION/KUSZMAUL MOVED TO APPROVE THE APRIL 2, 2019 LAB AGENDA.

There was no discussion.

VOTE: NON OBJECTION: UNANIMOUS CONSENT.

Motion carried.

### **PUBLIC COMMENT REGARDING ITEMS ON THE AGENDA**

### **RECONSIDERATION**

### **APPROVAL OF MINUTES**

A. Regular Meeting Minutes for March 5, 2019

Library Director Dixon noted on page two, fourth bullet-point, there was a typo (change “Technologist” to “Technology”).

Chair Peterson asked for a motion to approve the minutes.

MASSION/FINN MOVED TO APPROVE THE MARCH 5, 2019 REGULAR MEETING MINUTES.

There was no discussion.

VOTE: NON OBJECTION: UNANIMOUS CONSENT.

Motion carried.

### **VISITORS/PRESENTATIONS**

A. Andy Haas, Friends of the Homer Library – Presentation on Legacy Endowments & Identifying Super Donors

Andy Haas, Friends of the Homer Library board member and local attorney, provided his presentation on legacy endowments and identifying super donors. He noted his work with Terri Spigelmyer and Lindsay Wolter, local attorneys, to provide public Q&A sessions/presentations on wills, trusts, and other estate planning for the elderly, young families, and blended families.

Mr. Haas explained how they're getting individuals to follow up after the planning events: if you attend these events and then hire them for their estate planning services, they will donate 10% of their proceeds to the library; and if you make a meaningful estate contribution to the library in your will/trust, then the attorneys will discount their services to you by 10%. He also shared the issues they face when it comes to telling people, as their attorney, to donate their money to the library since they're also on the library boards; it's a conflict of interest. Therefore it's really up to the non-profits to encourage people to donate.

The board asked Mr. Haas questions such as: what should they as the Library Advisory Board be doing to encourage endowments, or how could they suggest this topic to City Council? Mr. Haas shared his opinion on how there should be talk about long term planning in terms of an institution's viability to have estate giving. He said that the Friends of the Homer Library is promoting estate planning in regards to library investing and that the LAB can share than information with City Council, even encourage them to attend the planning events.

There was discussion on money being left in wills to the library or donated directly, and the difference in restrictions between it having to be approved by City Council versus being donated to Friends of the Homer Library.

Mr. Haas shared a podcast about library/social infrastructure, prompting a discussion on library support in general.

Boardmember Finn volunteered to write a letter to the newspaper regarding the subject. Deputy City Clerk Tussey reminded the board that any correspondence that comes from the boardmembers as individuals is acceptable, but that formal communications or letters for support on behalf of the LAB should go through City Council. Boardmember Kuszmaul noted that reason is why the LAB should be careful on how they approach advocating for library donors/endowment funds, and take more time to gather additional information. Mr. Haas offered his expertise to the board if they had further questions.

## REPORTS

- A. Library Director Report for April 2019
- i. 2019 Statistical Report – laydown
  - ii. 2018 Statistical Report

Library Director Dixon provided her report, noting and holding discussion on the following topics:

- Large amounts of hiring new library staff;
- Celebration of Lifelong Learning event and the Bi-annual Book/Plant Sale coming up;
- For National Library Week: having a jigsaw puzzle out for use and serving coffee/tea;

- Boardmember Massion distributing National Library Week bookmarks at the City Council meeting;
- Library art in storage: will be on the next Parks, Art, Recreation, and Culture Advisory Commission meeting agenda for evaluation, and ways the LAB can coordinate with PARCAC to ensure the art is handled in a way that all can agree with;
- Library statistics and ways to track electronic use of the library; use of library's online sources could be the reason for lower in-person attendance numbers.

B. Friends of the Homer Library  
i. FHL Newsletter for March 2019

Chair Peterson shared information from the last FHL meeting she attended: the FHL board has asked that LAB members do not attend the meetings unless they are on their agenda. The FHL board meetings are meant for board members, not for all members or the public.

C. Library Director Hiring Committee Report

Chair Peterson reminded the board that director hiring is a confidential process, but she is able to share the number of applicants that were interviewed (three) and that the background check on the prospective applicant will be complete soon.

D. Federal Legislation Update – Verbal Report from Boardmember Finn

Boardmember Finn noted the ALA news article that was provided in the packet and gave a brief report on where the funding was at in the legislative process. Discussion ensued on ways to reach out to legislators for support, how Representative Don Young supported the library federal funding, and sharing the information with City Council. The board asked the Deputy City Clerk to define the allowances of boardmembers communicating with one another outside of the meeting regarding matters that are not LAB business.

There was brief discussion on library funding at the state level and ALA's priorities.

E. Community Survey Update – Verbal Report from Chair Peterson

Chair Peterson reported on her additional findings on conducting a community survey. She spoke with a couple different organizations, who all had different things to say (seemed more like they wanted to advise), but the only group that gave a real “nuts and bolts” on costs was Goldstream Group, Inc. The cost options they provided were:

- 1) Telephone survey – Random sampling of about 365 calls within our area, \$15,000 total including them helping us develop a survey and analyze the data;
- 2) Mail-outs/Ads – Postcards mailed out to about 1,000 people with a 30% return, follows up with reminder postcards, incentivizes participation with a gift card drawing, and backed by ads on Facebook and in the newspaper, \$8,000 total; and
- 3) Volunteers – Having volunteers set up at public places (such as special events or stores) with the caveat that it's considered a “convenience sample” since it's not considered random, \$5,000 total.

Ms. Peterson explained that if this project is something the LAB wants to pursue, then they would have to decide on what they want to do and formulate a presentation to the Mayor and City Council to request the funds needed for the survey.

## **PUBLIC HEARING**

## **PENDING BUSINESS**

## **NEW BUSINESS**

### **A. Elections for LAB Chair & Vice Chair**

Chair Peterson announced that she will be stepping down as Chair and asked for a motion to elect a new Chair.

FINN/MASSION MOVED TO ELECT MARCIA KUSZMAUL AS CHAIR.

Boardmember Kuszmaul voiced that she was not opposed to being Chair and is very interested in working with the new Library Director, supporting them and help the LAB.

VOTE: YES: MASSION, SPRINGER, KUSZMAUL, PETERSON, FINN

Motion carried.

There was a general consensus that Ms. Peterson would continue being Chair for the remainder of the meeting. Acting Chair Peterson opened the floor for nominations for Vice Chair.

MASSION/FINN MOVED TO ELECT EMILIE SPRINGER AS VICE CHAIR.

Boardmember Springer accepted the nomination.

VOTE: YES: SPRINGER, KUSZMAUL, PETERSON, FINN, MASSION

Motion carried.

## **INFORMATIONAL ITEMS**

- A. ALA Press Release Re: Support for the Library Services & Technology Act
- B. Reappointment Confirmation for Boardmembers Finn, Kuszmaul, & Springer
- C. Appointment Confirmation for Robert "Gordy" Vernon
- D. Certificate of Recognition for Clark Fair
- E. Library Advisory Board Bylaws
- F. Boardmember Attendance at 2019 City Council Meetings

Acting Chair Peterson noted the informational items in the packet, acknowledging the new LAB member Gordy Vernon and recognition of Clark Fair. She asked the board if they had an opportunity to

review the new/adopted LAB Bylaws, which prompted a brief discussion on what an honorary member is, how it differentiates from a student representative, and who that may be.

There was discussion on Boardmember Massion attending upcoming City Council meetings, and any items/topics the board would like for him to share in the LAB report, such as the National Library Week and the Celebration of Lifelong Learning event.

#### **COMMENTS OF THE AUDIENCE**

#### **COMMENTS OF THE CITY STAFF**

Library Director Dixon said it was a pleasure working with the board and feels she is leaving the LAB in good hands and with confidence.

Deputy City Clerk Tussey had no comments.

#### **COMMENTS OF THE COUNCILMEMBER**

#### **COMMENTS OF THE CHAIR**

Acting Chair Peterson thanked Ms. Dixon and wished her the best in her new journey.

#### **COMMENTS OF THE BOARD**

Boardmember Finn thanked Ms. Dixon and is grateful to have been on the board while she was Library Director.

Boardmember Massion complimented Ms. Dixon on her work and the library staff she selected/hired.

Boardmember Kuszmaul thanked Ms. Dixon and her work transforming the library. She commented on the LIT Line-up event and made book recommendations from the list to the board.

Boardmember Springer had no comments.

#### **ADJOURN**

There being no further business to come before the Board, the meeting adjourned at 7:02 p.m. The next regular meeting is scheduled for Tuesday, May 7, 2019 at 5:30 P.M. at the Council Chambers located at City Hall, 491 E. Pioneer Avenue, Homer, Alaska.

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RACHEL TUSSEY, DEPUTY CITY CLERK I

Approved: \_\_\_\_\_





**Homer Public Library  
Director's Report  
April 24, 2019**

**Meetings in March**

Library Advisory Board (LAB) -- 2  
Friends of the Homer Library (FHL) - 3  
Staff - 1  
City Council - 2  
Department Heads - 2  
Transition with new director, David Berry - Numerous!

My final month as director has been busy and eventful, punctuated by moments of reflection and appreciation for all the people who make this great library work so well. From staff to patrons to administration to council members to volunteers, all have a vital part to play in keeping this finely-tuned institution rolling along. As my grandmother used to say, "Willing hands make light work," and I offer my profound thanks to all the willing hands that vitalize this library.

**Issues of Interest**

The Celebration of Lifelong Learning was a wonderful evening and a successful fundraiser for the Friends, especially in support of the Summer Reading Program. The Spring Book & Plant sale also took place this month and went very well. Many books found new homes and funds were raised to support library programming.

Our new director, David Berry, is quickly learning the many roles, tasks, intricacies, and quirks of leading Homer Public Library. We've been fortunate to have one full week plus two days for the transition. I'm pleased to be leaving the library in good hands!

Registration for the Summer Reading and Learning Program begins May 13. The program begins May 28. A new activity this year, Food for Kids, involves teen volunteers helping to compile food bags to feed hungry youth over the summer. The Homer Food Pantry is working with Wells Fargo to support this program. The library will be a distribution point on Wednesdays, and the bookmobile will distribute food bags on their Thursday visits to Karen Hornaday Park during softball games in June.

**Behind the Scenes**

This being my last month as director, I spent most of my time tying up numerous loose ends, or documenting those that are still in process. As well, I conducted six staff evaluations, assisted with the hiring process, ordered books, and worked with staff and our new director to insure a smooth transition.

**Staff**

Claudia Haines and two high school students, Olivia Glasman and Delilah Ferraro, received awards from the National Center for Women in Technology (NCWIT) Foundation that include \$1,500 for programs for youth around computational thinking, as well as \$700 for professional development for Youth Services Librarian Haines. Congratulations!

Kevin Co, our Library Technology Specialist, is working with Librarian Haines to prepare for the upcoming Summer Reading and Learning Program. Over the past few years the library has converted to using open-source, online program management software for registration, tracking reading time and prizes, and posting information about events. HPL has contributed to improvements in the software, called The Great Reading Adventure, which seems to be working well now for both users and staff.

### Facility

Mike Riley came in on a weekend to fix a glycol leak in the staff bathroom.

### April Events

Social Security Disability Videoconference  
Adult Chess Club (2)  
Lunch & Code - Ages 8-10.  
Celebration of Lifelong Learning  
Estate Planning 2.0  
Parent Conversations  
Spring Book & Plant Sale

### Upcoming in May

Summer@HPL Food for Kids - HPL Teen Volunteer Corp, assemble food bags. Mondays May 27 August 19, 11 AM-Noon at Homer Food Pantry.  
Bookmobile Training - Thur. May 16, 11:30 AM-1:30 PM.  
Estate Planning 2.0 - Thur. May 16, 6-7:30 PM.  
Independent Living Center, Technology Presentations - Tues. May 21, 10 AM-4:30 PM.  
Summer@HPL Kids Book Club - Tue. May 28, 2-3:30 PM. Ages K-2.  
Summer@HPL ASL - American Sign Language. Wed. May 29, 10-11 AM. Ages 8-11.  
Summer@HPL - Family Fort Building Night. Wed. May 29, 6-7:30 PM. All ages.  
Summer@HPL FanFic - Thur. May 30, 3:30-4:30. Ages 10+.  
Author Reading - Of Light and Dark, with Kim Cornwall and Wendy Erd. Thur. May 30, 6-7:30 PM.  
Summer@HPL ASL - American Sign Language. Thur. May 31, 10-11 AM. Ages 8-11.

### Ongoing

**Small Fry Storytime** - Thursdays, 11:30 AM. Ages 0-2. **Monday Storytimes** will resume next fall.  
**Family Storytimes** - Wednesdays at 10 AM. Ages 3-5. **Tuesday Storytimes** will resume next fall.  
SPARC Radio Club - first Tuesdays, 6:30-7:45 PM.  
Lego Lab - first Wednesday, 3-4:30 PM. Ages 8-11.  
Genealogy Peer Support Group - second Tuesdays, 6 PM.  
Knitting - Mondays, 1:30-4:30 PM.  
Book Club - Fourth Tuesday, 4:30-6:30.  
LARP - Live-Action Role-Playing, ages 10-18. Fridays 3:00-5:45 PM.  
Walk-in Tech Help - First and third Saturdays, 10 AM-noon.  
Writer's Refuge - Third Tuesdays, 6-8 PM.  
Homer Storytellers - Third Saturdays, 3-5 PM.

**Homer Public Library Statistical Summary for 2018**

Date: 30-Jan-19

CIRCULATION	18-Jan	18-Feb	18-Mar	18-Apr	18-May	18-Jun	18-Jul	18-Aug	18-Sep	18-Oct	18-Nov	18-Dec	Y.T.D.
Total # of Items	15,688	13,176	15,383	13,445	13,991	15,067	14,438	14,946	12,985	13,746	12,826	13,145	168,836
<b>INTERLIBRARY LOANS</b>													
Incoming (Borrowed)	19	23	15	15	16	8	12	20	22	21	20	16	207
Outgoing (Lent)	49	50	44	35	8	50	47	49	41	43	36	15	467
<b>STUDY ROOM USE</b>													
# of groups	196	254	204	195	211	209	200	241	214	234	204	174	2536
# of people	353	437	411	340	394	404	392	427	367	461	256	324	4566
<b>MEETING ROOM USE</b>													
# of groups	29	24	30	19	17	30	37	27	31	22	21	20	307
<b>ATTENDANCE</b>													
TOTAL (*Included)	10,946	9,884	10,482	10,516	10,656	11,823	12,670	12,335	9,780	10,859	9,013	7839	126803
*Story Hour & Lapsit	401	246	298	296	276	293	192	272	323	396	352	264	3609
*School Classes	0	0	21	0	78	0	0	0	26	84	21	45	275
*Internet sessions	4,117	3,614	3,771	3,333	4,098	5,249	5,538	5,244	4,023	3,869	3,315	2,565	48736
*Programs	290	405	234	613	587	864	1057	207	245	362	319	189	5372
<b>OUTREACH</b>													
# Visits	5	6	4	5	15	8	5	5	4	5	4	4	70
# People	25	25	58	116	442	182	121	25	15	17	12	202	1240
<b>NEW CARDS ISSUED</b>													
City	24	26	25	21	37	36	36	32	22	28	31	29	347
Borough	42	24	30	24	28	50	26	24	18	30	6	17	319
Temporary	0	0	1	3	9	9	2	5	0	1	0	1	31
Reciprocal						6	2	2	1	1	2	2	16
<b>VOLUNTEER HOURS</b>													
# of people	48	84	60	75	82	99	88	69	50	73	61	71	860
# of hours	113	239.5	150	258	226.75	263.25	336	154	154.5	270.75	155	189.5	2510.25
<b>MATERIALS ADDED</b>													
Books	259	145	299	246	425	479	228	313	272	205	187	276	3334
Audio	14	0	11	11	11	11	9	24	3	8	12	22	136
Video	89	26	57	89	109	101	60	46	42	52	78	44	793
Serials	2	0	2	0	0	0	2	0	0	0	0	0	6
Electronic Resources	2	0	0	1	0	0	0	0	0	0	0	0	3
<b>MATERIALS REMOVED</b>													
Books	335	149	154	179	167	56	31	332	242	148	86	132	2011
Audio	5	0	2	38	4	4	0	2	1	1	0	2	59
Video	9	4	16	34	214	73	59	5	10	1	2	11	438
Serials	3	2	0	0	0	0	0	0	0	0	1	0	6
Electronic Resources	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>REVENUES DEPOSITED</b>													
Fines/Fees/Copies	2233.25	2288.13	2759.11	2106.47	1867.95	2504.00	3392.38	3082.43	2709.02	2735.63	1554.52	2989.55	30,222.44
Building Fund (151-)													0.00
Library Gifts (803-)							18.00						18.00
Grants			866.00			1250.00	7000.00	1442.31			500.00		11,058.31
<b>TOTALS</b>	<b>2,233.25</b>	<b>2,288.13</b>	<b>3,625.11</b>	<b>2,106.47</b>	<b>1,867.95</b>	<b>3,754.00</b>	<b>10,410.38</b>	<b>4,524.74</b>	<b>2,709.02</b>	<b>2,735.63</b>	<b>2,054.52</b>	<b>2,989.55</b>	<b>\$41,298.75</b>

CE for JM

CE for HB

PLAG

OWL Tech



MEMO

To: Library Advisory Board

From: Marcia Kuszmaul, Library Advisory Board Chair

Re: 2019 LAB Goals

Halfway through the year is a good time to review the LAB's 2019 goals to acknowledge our accomplishments and adjust or reprioritize our priorities for the rest of the year.

ACTION: Update goals to include development of Planned Giving Program plan and engagement with new library director on Strategic Planning process.



**Library Advisory Board  
Strategic Plan/Goals – 2019**

**1. Advocating for Library Budget**

- a. Ensure the library has sufficient collection development budget to build and maintain a current and robust collection of materials relevant to the community." And note that the collection development budget has not been sufficient for a number of years resulting in aging and fraying and fewer new acquisitions/subscriptions.
- b. Review needs for library physical plant upkeep and efficiencies
- c. Promote future funding of library technology needs
  - i. Scheduled replacement of public use computers (4 year cycle?)
  - ii. Requests for new or updated technologies (printers, scanners, security etc.)

**2. New Library Director Hire and Transition**

- a. Request LAB representation/involvement in hiring process

**3. Continue to Develop Relationships With Other Kenai Peninsula Library Boards**

- a. Investigate and promote board training opportunities

**4. Input on Implementation and Improvements of Giving Tree Program**

**5. Complete Development and Finalize a LAB Orientation Packet**

**6. Review National Trends and Community Expectations**

- a. In preparation for January 2019 work session – study national, state and local trends in library service and public perceptions and needs to ensure library is well-aligned and in best position to continue to serve community with excellence and appropriate funding.

**7. Student Card Pilot Project**

- a. Formulate a formal policy to expand the student card pilot project, with possible expansion into communities across the bay

**8. Training for Handling Homeless Adults**

- a. Library staff training for handling homeless adults, the costs to take the online training, and its accessibility to others such as boardmembers





MEMO

To: Library Advisory Board

From: Marcia Kuszmaul, Library Advisory Board Chair

Re: Developing a Planned Giving Program for Homer Public Library

At previous meetings, the LAB has discussed the benefits of encouraging planned giving to support the library. As city code charges the LAB with soliciting donations to the library, establishing a planned giving program for the library is within its powers and is an appropriate activity to take on.

In a meeting with City Manager Koester, Library Director Berry and LAB Chair Kuszmaul, the following next steps were identified:

- Review library gift policy
- Review city gift acceptance [policy]
- Review best practices for planned giving from other municipalities and library systems
- Draft recommendations for any changes in either library or city policy to facilitate planned giving to the library or perhaps any other city department'
- Develop a planned giving program for the library
- Implement

ACTION: LAB approval to move forward on developing a planned giving program for the Homer Public Library.



## **Homer City Code**

### **2.48.050 Library Advisory Board – Powers and duties.**

The Library Advisory Board shall:

e. Solicit donations of money and/or property for the benefit of the library. Any money donations shall be deposited to the City treasury in a reserve fund designated for public library use. If property, it shall be accepted by deed or other conveyance subject to approval by the City Council. Such property shall be held or disposed of for public library purposes as the Council may direct. The Board may make recommendations for disposition of money or property so received and such recommendations shall be considered and acted upon by the Council. [Ord. [85-35](#) § 5, 1985; Ord. [80-2](#) § 5, 1980. Code 1981 § 1.48.050].



## **HOMER PUBLIC LIBRARY GIFT ACCEPTANCE POLICY**

Gifts not retained for the collection will be added to the Friends of the Homer Public Library's book sale.

The Library director shall be authorized to accept gifts on behalf of the Library and will, in most cases, accept on her sole authority unrestricted gifts of cash or marketable securities, unrestricted donations of books and other library materials, and in-kind donations specifically designated or solicited for existing projects.

No conditions or restrictions on donations of Library materials can be honored. The Library adds gift materials to the collection with the understanding that such material is an integral part of the collection. The Library will not set up special collections and will not permit circulation restrictions or stipulations for future use. Books and other materials not deemed appropriate for inclusion in the Library collection may be offered to other libraries or institutions or offered for sale. The Library will be glad to provide a list of needed material.

Donors may place restrictions on other categories of gifts under the following conditions:

- The restriction must be compatible with the overall mission of the Library.
- The restriction shall not impede the ability of the Library to acquire gifts from other sources.
- The restriction shall not place undue burden on the Library's resources.
- The restriction shall not subject the Library to adverse publicity.

When considering any gift, the Library director may solicit the recommendation of a gift acceptance committee, a group made up of advisors knowledgeable about financial, legal, and community matters, to be chosen by the Library director. Authority for accepting or rejecting gifts resides with the Library director, although some gifts may require further approval of the Library Advisory Board and/or the Homer City Council. Gifts that may require an opinion from the gift acceptance committee, include, but are not limited to the following:

- Any gift with recognition requirements other than those ordinarily provided by the Library or Friends of the Library.
- Cash given to create a new library program.
- Gifts of art or other valuables that will encumber the Library either financially or administratively.
- Securities which are not readily marketable. These may include closely held stock, limited partnership interests, joint venture interests, and other forms of investments that may not fall into the marketable securities category.
- Real estate. Every proposed gift of real estate must be examined on its individual merits, including, but not limited to, the title to the property and its insurability, the results of environmental investigations, and marketability. A current appraisal completed by a qualified appraiser must be provided by the donor.

- Gift annuities.
- Charitable Remainder or Lead trusts.
- Named endowment funds.
- Life insurance policies. Any proposed gift of life insurance must be examined on its merits, including, but not limited to, the type of insurance, the status (paid-up, vanished, etc.) of the policy, outstanding loan balances, and the long-term viability of the insurance company.

The Library's acceptance of a non-monetary gift does not guarantee its retention as Library property in perpetuity. All non-monetary gifts are subject to disposition. Because of limited space, as a general rule the Library is unable to accept donations of art, furnishings, or other tangible personal property given on condition that they be retained by or displayed at the Library. The Library does not accept for deposit materials that are not outright gifts. The Library reserves the right to decline any gift that interferes with its ability to fulfill its mission or that unduly encumbers either the Library or the City of Homer.

The Library cannot legally appraise gifts for tax purposes. Donors will be provided a signed a dated gift statement as a receipt.

Approved by the LAB December 6, 2011  
 Adopted by HCC on January 23, 2012

## **FREE for Members: Leaving a Legacy Through Planned Giving**

Liz Boyd, Director of Individual and Planned Giving for The Friends of the Saint Paul Public Library, leads this informative webinar that covers what is a planned gift, the benefits to donors, best prospects, creating and growing a planned giving program, 10 steps to a successful planned giving program, most popular methods, and additional resources. Liz Boyd is a graduate of the University of Iowa College of Law. She spent several years in practice specializing in probate and estate planning. Liz was hired by The Friends of the Saint Paul Public Library in 2007 as Planned Giving Officer. She now serves as Director of Individual and Planned Giving for The Friends and is in charge of all individual fundraising and donor relations. Originally recorded October, 2013. Members can login to the [Friends & Foundations Zone](#) or the [Trustee Zone](#) to access the recording.

35 minutes

### **Leaving a Legacy Through Planned Giving**

Liz Boyd, Director of Individual Giving  
The Friends of the Saint Paul Public Library  
and  
Library Strategies Lead Consultant



**A Consulting Group of The Friends of the Saint Paul Public Library**







## City of Homer

[www.cityofhomer-ak.gov](http://www.cityofhomer-ak.gov)

## Office of the City Clerk

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(p) 907-235-3130

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## Memorandum

TO: CHAIR KUSZMAUL AND THE LIBRARY ADVISORY BOARD  
FROM: MELISSA JACOBSEN, MMC, CITY CLERK  
DATE: MAY 2, 2019  
SUBJECT: LIBRARY USE STATISTICS

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Chair Kuszmaul has requested that the Library Advisory Board and Library Director Berry discuss refining monthly library use statistics to capture electronic and remote use. Discussion topics could include:

- The ability to track the information.
- The impact to Library staff member's time related to compiling and providing the information in a usable format.
- Narrowing down the specific information the Board is interested in having included.

### RECOMMENDATION

For discussion





## City of Homer

[www.cityofhomer-ak.gov](http://www.cityofhomer-ak.gov)

## Office of the City Clerk

491 East Pioneer Avenue  
Homer, Alaska 99603

[clerk@cityofhomer-ak.gov](mailto:clerk@cityofhomer-ak.gov)

(p) 907-235-3130

(f) 907-235-3143

## Memorandum

TO: CHAIR KUSZMAUL AND THE LIBRARY ADVISORY BOARD

FROM: MELISSA JACOBSEN, MMC, CITY CLERK

DATE: MAY 2, 2019

SUBJECT: LIBRARY ADVISORY BOARD AND FRIEND OF THE HOMER LIBRARY RELATIONSHIP

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It has been a routine activity that a Library Advisory Board Member has attended the Friends of the Homer Library monthly meetings and given a report to the Board. The Friends of the Homer Library has recently asked that LAB members do not attend the meetings unless they are on their agenda; the FHL board meetings are meant for board members, not for all members or the public.

Chair Kuszmaul has had conversations with Library Directors Dixon and Berry regarding options for continuing some sort of relationship between the LAB and the FHL, and is interested in feedback from the Board on possibilities going forward.

Library Director Berry may have information at meeting time regarding the matter. Some suggestions to consider might include:

- Inviting a FHL member to a Board meeting to give an informational update on their activities on a quarterly or annual basis.
- Continuing to receive the Friends newsletter as an informational item.

### RECOMMENDATION

For discussion



## **The New Voice for America's Libraries**

United for Libraries is a national network of enthusiastic library supporters who believe in the importance of libraries as the social and intellectual centers of communities and campuses. No one has a stronger voice for libraries than those who use them, raise money for them, and govern them. By uniting these voices, library supporters everywhere will become a real force to be reckoned with at the local, state, and national levels.

For more information, please read ["A Short History of United for Libraries"](#) by past-president Peggy Danhof.

### **United for Libraries' Mission**

The mission of United for Libraries is to support those who govern, promote, advocate, and fundraise for all types of libraries.

United for Libraries has the specific responsibility for:

- Educating through a continuing and comprehensive program for library Trustees to enable them to discharge their responsibilities in a manner best fitted to benefit the public and the libraries they represent.
- Encouraging and assisting the formation of and development of Friends of Library groups and Library Foundations.
- Providing a means for Trustees to have access to information and ideas that will prove useful to them in the governance of their libraries.
- Providing Friends of Library groups and Library Foundations access to information and ideas that will prove useful to them in fundraising, library promotion and the operation of their organizations.
- Promoting strong state and regional Trustee and Friends of Library organizations.
- Providing to all who value libraries the materials and support they need to be effective advocates for their libraries on the local, state and national levels.
- Making the public aware of the existence of formalized groups such as Trustees, Friends of Library groups and Library Foundations and the services they perform to encourage and develop expanded participation in the support of libraries across the country.

**Equity, Diversity, Inclusion**  
WHAT LIBRARY TRUSTEES NEED TO KNOW  
with Anne Phibbs

**TUESDAY, APRIL 30TH**

- 60-Minute Workshop
- Early and late sessions available to fit all schedules

**MORNING SESSION - 10:00 EASTERN**  
**AFTERNOON SESSION - 4:00 EASTERN**  
**REGISTRATION IS OPEN**

**Equity, Diversity, Inclusion: What Library Trustees Need to Know Workshop**

**Book Club Central**

**Paula Poundstone**

[Play](#)

**Join United for Libraries**

Group memberships are available for Friends of the Library, library Foundations, and Boards of Trustees, or add United for Libraries onto your...

[Join now](#)

**Webinars & Videos**

Watch free or affordable webinars and videos 24/7.

[Learn more](#)

**State Member Benefits**

For those in states that have purchased United for Libraries membership, the Trustee Academy, or Short Takes for Trustees.

[Access benefits](#)

**News**

David Paige elected 2020-2021 United for Libraries president 1 week ago

Applications for United for Libraries' Baker & Taylor Awards due May 1 2 weeks ago

United for Libraries to present online workshop on 'Equity, Diversity, Inclusion: What Library Trustees

**United for Libraries on Twitter**

**Tweets** by @ala\_united

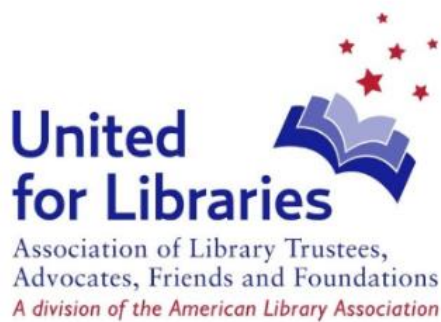
**United for Libraries** @ala\_united  
 Library directors and Trustees: There's still time to sign up for the EDI workshop on 4/30! Two sessions, individual and

**District Dispatch**

Grow with Google is coming to a library near you 4 months ago

Encouraging library patrons to participate in democracy through being poll workers 7 months ago

Subcommittee calls for FY2019 library funding increases 7 months ago



## Board of Trustees Group Member Benefits

When you join United for Libraries as a group member, your Board of Trustees is connected to thousands of other Trustees across the country for networking, idea sharing, and more. Your membership helps support the development of new products, services, and resources geared toward helping Friends groups become better advocates, supporters, and fundraisers for their libraries.

As a Board of Trustees group member, you will be provided with one login for your entire board to access member benefits and resources:

- One-year print subscription (mailed to your main contact) to *The Voice for America's Libraries*, a 24-page newsletter with articles, tips, and more for Friends, Trustees, Foundations, and libraries.
- Digital access for your entire board to current and archived (from 2005 forward) newsletters.
- Access to five (5) in-depth digital toolkits, a total value of more than \$75:
  - *Starting a Friends Group or Revitalizing the One You Have*
  - *Friends and Libraries: Working Effectively Together*
  - *Expanded Model Friends' Cooperative Network* (showing the relationship between Trustees, Friends, and library staff on such issues as administration, policy, planning, finances, marketing, and more)
  - *Effective Meetings for Library Boards of Trustees*
  - *Insurance for Libraries*
- Access to eight (8) digital publications, a total value of more than \$200:
  - *Making Our Voices Heard: Citizens Speak Out for Libraries*
  - *Getting Grants in Your Community*
  - *101+ Great Ideas for Libraries and Friends*
  - *Even More Great Ideas for Libraries and Friends*
  - *A Library Board's Practical Guide to Self-Evaluation*
  - *A Library Board's Practical Guide to Hiring Outside Experts*
  - *A Library Board's Practical Guide to Finding the Right Library Director*
  - *A Library Board's Practical Guide to Strategic Planning*
  - *A Library Board's Practical Guide to Evaluating the Library Director*
- FREE & discounted access to recorded webinars:
  - Broadening the Scope of Small/Mid-Sized Library Foundations (FREE)
  - Leaving a Legacy Through Planned Giving (FREE)
  - Working Effectively with Your Library Trustees (FREE)
  - Merging Your Library's Friends Group and Foundation (Save \$25)
  - With Friends Like These (Save \$25)



*Board of Trustees Group Member Benefits, continued*

- Discounts on United for Libraries publications and special events, a total value of more than \$300:
  - **Short Takes for Trustees.** Short Takes for Trustees is a series of 10 short videos (8-10 minutes each) that can be shown during Trustee meetings to stimulate discussion about the important role that Trustees play in the governance of their libraries. Members save \$20 on one year of access.
  - Save \$27 on *The Complete Library Trustee Handbook*.
  - Save \$75 on the full board pricing for the Trustees Academy, a series of online courses to help Trustees become exceptionally proficient in their roles on behalf of their libraries.
  - Save \$200 when designating a Literary Landmark in your community.
- Opportunity to apply for grants and awards (note: Additional awards are available to United for Libraries personal members).
  - Major Benefactor Citation.
- Discounts and special offers from United for Libraries corporate sponsors and partners:
  - Purchase the *Book Lover's Calendar* for \$3.50 each (shipping and handling included). The retail price of this calendar is \$14.99. Use the calendar for incentives, fundraising, appreciation, and more.
  - 10% discount on eligible items from the ALA Store. Save on posters, bookmarks, and more.

Board of Trustees group membership rates are based on library operating budget:

- Small (library operating budget under \$1 million/yr): \$50
- Medium (library operating budget between \$1 million/yr and \$5 million/yr): \$80
- Large (library operating budget more than \$5 million/yr): \$125
- International (regardless of budget): \$85

Group members of United for Libraries are members of ALA, but do not receive personal ALA membership benefits. Group members cannot vote, serve on committees, or stand for election to the United for Libraries board. To be more involved with the governance of United for Libraries, visit [www.ala.org/united](http://www.ala.org/united) to learn about personal membership.

United for Libraries: The Association of Library Trustees, Advocates, Friends and Foundations, is a division of the American Library Association with approximately 4,000 personal and group members representing hundreds of thousands of library supporters. United for Libraries supports those who govern, promote, advocate, and fundraise for libraries, and brings together library Trustees, advocates, Friends, and Foundations into a partnership that creates a powerful force for libraries in the 21st century. To join, please visit [www.ala.org/united](http://www.ala.org/united) or call (800) 545-2433, ext. 2161.

Sally Gardner Reed, Executive Director  
859 W. Lancaster Ave., Unit 2-1, Bryn Mawr, PA 19010  
Toll Free: (800) 545-2433, ext. 2161  
Web: [www.ala.org/united](http://www.ala.org/united) Email: [united@ala.org](mailto:united@ala.org)

*revised 5/17*



# Library Advisory Board

## 2019 Calendar

	MEETING	AGENDA DEADLINE	
<b>JANUARY</b>	No meeting		
<b>FEBRUARY</b>	5:30 pm Tuesday, February 5	5 pm Wednesday, January 30	Annual review of library policy, rules and regulation (Bylaws IV, 2) Big Read
<b>MARCH</b>	5:30 pm Tuesday, March 5	5 pm Wednesday, February 27	
<b>APRIL</b>	5:30 pm Tuesday, April 2	5 pm Wednesday, March 27	Election of LAB Officers (Bylaws VI, 1) National Library Week - April 7-13 National Library Workers Day - April 9 Celebration of Lifelong Learning April 13
<b>MAY</b>	5:30 pm Tuesday, May 7	5 pm Wednesday, May 1	End of Student Representative Term (Bylaws III, 2) Midyear review of annual LAB priorities National Library Legislative Day - May 7-8
<b>JUNE</b>	No meeting		
<b>JULY</b>	No meeting		
<b>AUGUST</b>	5:30 pm Tuesday, August 6	5 pm Wednesday, July 31	Budget meeting (Bylaws IV, 3)
<b>SEPTEMBER</b>	5:30 pm Tuesday, September 3	5 pm Wednesday, August 28	Budget meeting (Bylaws IV, 3) Beginning of Student Representative Term (Bylaws III, 2) Library Card Sign-up Month
<b>OCTOBER</b>	5:30 pm Tuesday, October 1	5 pm Wednesday, September 25	National Friends of Libraries Week - October 20-26
<b>NOVEMBER</b>	5:30 pm Tuesday, November 5	5 pm Wednesday, October 30	
<b>DECEMBER</b>	5:30 pm Tuesday, December 3	5 pm Wednesday, November 27	Approve annual LAB priorities



**2019 HOMER CITY COUNCIL MEETINGS  
ADVISORY COMMISSION/ BOARD ATTENDANCE**

Commissions are invited to report to the City Council at the Council's regular meetings under Item 8 – Announcements/Presentations/Borough Report/Commission Reports. This is the Commission's opportunity to give Council a brief update on their work. Generally the Commissioner who will be reporting will attend one of the two meetings for the month they are scheduled to attend.

The 2019 meeting dates for City Council is as follows:

January 14, 28	<u>Finn (for the 14<sup>th</sup> &amp; if needed the 28<sup>th</sup>)</u>
February 11, 25	<u>Kuszmaul 11<sup>th</sup> &amp; Massion 25<sup>th</sup></u>
March 11, 26*	<u>Massion (unless another volunteers)</u>
April 8, 22	<u>Massion (unless another volunteers)</u>
May 13, 28*	<u>Massion (unless another volunteers)</u>
June 10, 24	<u>Massion (unless another volunteers)</u>
July 22**	<u>Massion (unless another volunteers)</u>
August 12, 26	<u>Massion (unless another volunteers)</u>
September 9, 23	<u>Massion (unless another volunteers)</u>
October 14, 28	<u>Massion (unless another volunteers)</u>
November 25**	<u>Massion (unless another volunteers)</u>
December 9, 16****	<u>Massion (unless another volunteers)</u>

City Council's Regular Committee of the Whole Meeting at 5:00 pm to no later than 5:50 pm prior to every Regular Meeting which are held the second and fourth Monday of each month at 6:00 pm.

\*Tuesday meeting due to Memorial Day/Seward's Day.

\*\* There will be no first regular meeting in July or November.

\*\*\*Council traditionally reschedules regular meetings that fall on holidays or high school graduation days, for the following Tuesday.

\*\*\*\*Council traditionally cancels the last regular meeting in December and holds the first regular meeting and one to two special meetings as needed. Generally the second special meeting the third week of December will not be held.